

<b>Swydd Ddisgrifiad: Rheolwr Prosiect</b>	
<b>Maes Rhaglen / Adran</b>	Dysgu Masnachol a Seiliedig ar Waith, Busnes@
<b>Prif Safle</b>	Lleoliad Craidd Busnes@ (Bangor neu Abergele). Efallai y bydd rhai elfennau o weithio o bell yn bosibl.
<b>Cyflog</b>	£41,115.61 - £43,596.86 y flwyddyn Cymorth Busnes Graddfa 10 Pwynt 41 - 43
<b>Y Math o Gontract</b>	Parhaol
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Cyfarwyddwr Dysgu Masnachol a Seiliedig ar Waith
<b>Pwrpas y Swydd</b>	
<p>Cymryd rôl arweiniol wrth gynllunio, gweithredu, monitro, rheoli a chau prosiectau, gan sicrhau bod prosiectau'n cael eu cwblhau ar amser ac o fewn y gyllideb. I ddechrau, bydd hyn yn cynnwys, ond heb fod yn gyfyngedig i, brosiectau Bargen Twf Gogledd Cymru y Grŵp, ceisiadau Cronfa Adnewyddu Cymunedol ac unrhyw gyfleoedd datblygu prosiect perthnasol eraill wrth iddynt godi.</p>	
<b>Prif Ddyletswyddau a Chyfrifoldebau</b>	
<ul style="list-style-type: none"> <li>● Diffinio cwmpas y prosiectau yn unol â model 5 Gwell Achos Busnes Llywodraeth y DU a Chymru a diweddariadau "Llyfr Gwyrdd".</li> <li>● Sicrhau bod yr Achos Busnes Amlinellol a'r Achos Busnes Terfynol yn bodloni'r safonau sicrhau ansawdd a osodwyd gan Lywodraeth Cymru, llywodraeth leol a'r Grŵp.</li> <li>● Rheoli amser, cost a gweithgareddau ansawdd y prosiect(au), yn unol â fframwaith y Grŵp a/neu'r prosiect.</li> <li>● Paratoi adroddiadau ar gyfer Grŵp Datblygu a Monitro Prosiect GLLM, prosiect cyfalaf GLLM a Bwrdd Rheoli'r Prosiect yn ôl yr angen. Adroddiadau i gynnwys monitro ariannol, logiau risg, adroddiadau targed ac allbwn</li> <li>● Datblygu a chynnal llinellau amser gyda therfynau amser realistig, a chyfathrebu'n effeithiol i dimau fel eu bod yn deall beth sydd angen ei gyflawni, ym mha drefn ac erbyn pryd.</li> <li>● Cytuno ar gyllidebau realistig a sicrhau bod y rhain yn cael eu monitro'n effeithiol.</li> <li>● Sicrhau y caiff risgiau a materion eu rheoli'n drylwyr ar draws y prosiect(au), rhoi camau lliniaru ar waith, nodi cynlluniau wrth gefn a rheoli eitemau hyd at y diwedd.</li> <li>● Sicrhau cyfathrebu effeithiol â thimau'r prosiect, rhanddeiliaid mewnol ac allanol, partneriaid, cyflenwyr a chwsmeriaid.</li> <li>● Rheoli newidiadau arfaethedig i bamedrau prosiect – ee cwmpas, cyllideb, amserlenni. Monitro ansawdd cyflawniadau prosiect a sicrhau bod amcanion y prosiect yn cael eu cyflawni.</li> <li>● Sicrhau bod allbynnau'r prosiect yn cael eu mireinio, eu cyflawni a'u gwerthuso</li> <li>● Cyfateb allbynnau'r prosiect gyda strategaeth gwireddu buddion cymesur</li> <li>● Sefydlu perthnasau gweithio effeithiol gyda'r holl randdeiliaid allweddol.</li> <li>● Darparu arweiniad strategol a datblygu i bartneriaid y prosiect ar y cyd.</li> <li>● Gwneud y mwyaf o gyfleoedd cydweithio, partneriaeth a chydweithio lle bo modd a chynnal perthnasoedd da gyda phartneriaid mewnol ac allanol i sicrhau bod disgwyliadau'n cael eu bodloni.</li> <li>● Sefydlu a chynnal y trefniadau llywodraethu ar gyfer y prosiect gan gynnwys Cadeirio cyfarfodydd yn ôl yr angen.</li> <li>● Dewis, arwain, cymell a rheoli eich tîm prosiect o blith sefydliadau rhanddeiliaid mewnol ac allanol</li> <li>● Recriwtio a gweithio gydag ymgynghorwyr arbenigol prosiect/cynnyrch i gyflawni tasgau prosiect penodol</li> <li>● Sicrhau bod cwmpas prosiectau'r dyfodol yn cyd-fynd â blaenoriaethau lleol, rhanbarthol a chenedlaethol</li> <li>● Gweithio gyda'r ddau rheolwyr prosiect/rhaglen mewnol ac allanol i sicrhau arfer gorau a rennir a gwersi a ddysgwyd.</li> </ul>	

- Sicrhau bod holl weithgareddau'r prosiect wedi'u halinio i gynyddu gwerth cymdeithasol a chynaliadwyedd drwy gydol cylch oes y prosiect
- Ymgymrydâ thasgau ychwanegol ar gais y Cyfarwyddwr Gweithredol
- Deiliady swydd teithio rhwng safleoedd ac felly mae'r gallu i yrru a mynediad i gludiant dibynadwy yn hanfodol ar gyfer y swydd.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
Cymwysterau academaidd / galwedigaethol hyd at Lefel 4 neu uwch.	X		Ffurflen Gais
Cymhwyster ôl-raddedig/rheoli neu aelodaeth o gorff proffesiynol perthnasol		X	Ffurflen Gais
Cymhwyster Rheoli Prosiect		X	Ffurflen Gais
<b>Gwybodaeth a Phrofiad</b>			
Y gallu i arwain tîm, gan sicrhau bod yr holl waith yn cael ei gwblhau o fewn yr amser gofynnol ac i'r safon ofynnol.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyrraedd targedau a rheoli cyllidebau dirprwyedig, gyda phwyslais ar gyflawni canlyniadau	X		Ffurflen Gais / Cyfweliad
Gallu ysbrydoli a gweithio'n effeithiol gyda staff ar bob lefel ac o bob cefndir a chenedligrwydd.	X		Ffurflen Gais / Cyfweliad
Profiad o reoli prosiectau gan gynnwys cyllidebau a gweithgaredd		X	Ffurflen Gais / Cyfweliad
Gwybodaeth o gwricwlwm AB – cynnwys, lefelau a gofynion mynediad		X	Ffurflen Gais / Cyfweliad
<b>Sgiliau a Phriodweddau</b>			
Sgiliau rhyngpersonol a chyfathrebu rhagorol.	X		Ffurflen Gais / Cyfweliad
Defnyddiwr systemau TG a MIS cymwys a hyderus.	X		Ffurflen Gais / Cyfweliad
Sgiliau cyflwyno ardderchog, ynghyd â sgiliau gwerthu a marchnata effeithiol	X		Ffurflen Gais / Cyfweliad

Y gallu i weithio dan bwysau a chwrdd â therfynau amser, gweithio ar eich menter eich hun a chymryd cyfrifoldeb am flaenoriaethu eich llwyth gwaith eich hun	X		Ffurflen Gais / Cyfweliad
defnyddio menter a dychymyg a chymhwyso newydd, creadigol syniadau yn y gwaith	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Canolradd		Cyfweliad
<b>Yn siarad Cymraeg</b>	Canolradd		Cyfweliad
<b>Llythrennedd Cymraeg</b>	Canolradd		Cyfweliad
<b>Noder os gwelwch yn dda</b> - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
<b>Gofynion Gorfodol</b>			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp.			
Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .			
O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.			
<b>Crynodeb o'r Telerau a'r Amodau</b>			
<b>Oriau Gwaith</b>	37 awr yr wythnos		
<b>Wythnos Waith</b>	52 o wythnosau'r flwyddyn		
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.</li> </ul>
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )
<b>Teithio</b>	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
<b>Sgrinio Iechyd</b>	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

<b>Job description: Project Manager</b>	
<b>Programme area / Department</b>	Commercial & Work-based Learning
<b>Main site</b>	A Busnes@ Core Location (Bangor or Abergele). Some elements of remote working may be possible.
<b>Salary</b>	£41,115.61 - £43,596.86 per annum Business Support Scale 10 Points 41 – 43
<b>Contract type</b>	Permanent
<b>Contract terms</b>	Full Time
<b>Reporting to</b>	Director of Commercial & Work-based Learning
<b>Job purpose</b>	
Take the lead role in planning, implementing, monitoring, controlling, and closing projects, ensuring projects are completed on time and within the budget. Initially, this will include, but not be limited to, the Grŵp's North Wales Growth Deal projects, Community Renewal Fund bids and any other relevant project development opportunities as they arise.	
<b>Main duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>● Defining the scope of projects in line with UK &amp; Welsh Government's 5 Better Business Case model and "Green Book" updates.</li> <li>● Ensure Outline Business Case (OBC's) and Final Business Case (FBC's) meet the quality assurance standards set by Welsh Government, local government and the Group.</li> <li>● Manage the project(s) time, cost and quality activities, in line with the Grŵp and/ or project framework.</li> <li>● Prepare reports for the GLLM Project Development and Monitoring Group, GLLM capital project and the Project Management Board as required. Reports to include financial monitoring, risk logs, target and output reports</li> <li>● Develop and maintain timelines with realistic deadlines, and communicate effectively to teams so that they understand what needs to be achieved, in what order and by when.</li> <li>● Agree realistic budgets and ensure these are monitored effectively.</li> <li>● Ensure application of thorough risk and issue management across the project(s), instigate mitigation actions, identify contingency plans and manage items through to conclusion.</li> <li>● Ensure effective communication to the project teams, internal and external stakeholders, partners, suppliers and customers.</li> <li>● Manage proposed changes to project parameters – e.g. scope, budget, schedules. Monitor the quality of project deliverables and ensure project objectives are met.</li> <li>● Ensure project outputs are refined, met and evaluated</li> <li>● Match the project outputs with a proportionate benefits realisation strategy</li> <li>● Establish effective working relationships with all key stakeholders.</li> <li>● Provide strategic and development guidance to the project's joint partners.</li> <li>● Maximise collaboration, partnership and joint working opportunities where possible and maintain good relationships with internal and external partners to ensure expectations are met.</li> <li>● To establish and maintain the governance arrangements for the project including Chairing of meetings as required.</li> <li>● Select, lead, motivate and manage your project team from both internal and external stakeholder organisations</li> <li>● Recruit and work with project/product specialist consultants to deliver specific project tasks</li> <li>● Ensure that future projects scope, is aligned with both local, regional and national priorities</li> <li>● Work with both internal and external project/programme managers to ensure shared best practice and lessons learned.</li> </ul>	

- Ensure all project activities are aligned to increase social value and sustainability throughout the projects lifecycle
- Undertake additional tasks when requested by the Executive Director
- The post-holder will be required to travel between sites and therefore the ability to drive and access to reliable transport is essential for the post.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Academic / vocational qualifications to Level 4 or above.	X		Application form
Post graduate/management qualification or membership of a relevant professional body		X	Application form
Project Management qualification		X	Application form
<b>Knowledge and experience</b>			
The ability to lead a team, ensuring that all work is completed within the required time and to the required standard.	X		Application form / Interview
An ability to meet targets and manage delegated budgets, with an emphasis on delivering outcomes	X	X	Application form / Interview
Ability to inspire and work effectively with staff at all levels and of all backgrounds and nationalities.	X		Application form / Interview
Experience of managing projects including both budgets and activity		X	Application form / Interview
Knowledge of FE curriculum – content, levels and entry requirements		X	Application form / Interview
<b>Skills and attributes</b>			
Excellent interpersonal and communication skills.	X		Application form / Interview
Competent and confident IT and MIS systems user.	X		Application form / Interview
Excellent presentation skills, along with effective selling and marketing skills	X		Application form / Interview
Ability to work under pressure and to meet deadlines, to work on own initiative and to take	X		Application form / Interview

responsibility for prioritising own workload			
To be able to use initiative and imagination and apply new, creative ideas in the work	X		Application form / Interview
<b>Additional requirements</b>			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Intermediate		Interview
<b>Welsh Speaking</b>	Intermediate		Interview
<b>Welsh Literacy</b>	Intermediate		Interview
<b>Please note:</b> consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
<b>Mandatory requirements</b>			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
<b>Summary of the terms and conditions</b>			
<b>Working hours</b>	37 hours per week		
<b>Working weeks</b>	52 weeks per year		
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>		
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		
<b>Travel</b>	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.		

	Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.